



# Department of ADMINISTRATIVE SERVICES *Job Postings*



## Department of Children and Families JOB OPPORTUNITY Custodian– Full-time (75 hours bi-weekly)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** Albert J. Solnit Children's Center - South Campus in Middletown, CT

**Job Posting #:** VB77579S

**Schedule:** 6:00 am – 2:00 pm, Monday - Friday

**Salary:** \$31,367.00 - \$43,551.00 annually

**Closing Date:** 03/14/2017

**Example of Duties:** clean, sterilize and maintenance of areas such as patient rooms, common ward areas, waiting areas, public restrooms, classrooms, offices, and lavatories including outdoor areas (i.e. trash around buildings). Using various cleaning chemicals and disinfectants to mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; collects and disposes of trash; reports needs for repairs; performs minor maintenance; report damage equipment to supervisor; may change light bulbs; may lubricate or tighten door hinges, drawers, cabinets, etc.; may move furniture and/or set-up classrooms; and perform related duties as required. Using cleaning supplies and equipment are an essential part of the position, applicant must be able to maintain inventory as well as inspect their equipment for any repairs or replacements.

**Knowledge, Skills and Abilities:** Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

**Experience & Training:** Any experience and training which would provide the knowledge, skills and abilities listed above.

**Special Requirements:** Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

**Physical Requirements:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Working Conditions:** Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

**Note:** The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations. Include the specified posting number on all application materials.

**Application Instructions:** Current DCF employees having permanent status in this classification must submit an NP2 Lateral Transfer Request form. All others must submit a [CT-HR-12](#) (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify

the posting number on all application materials. Incomplete application packets will not be considered. The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations.

**Albert J. Solnit Children's Center - South Campus**  
**915 River Road**  
**Middletown, CT 06457**  
**Attn: Lizette Basile – Human Resources**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Victoria Brothers at 860 704 - 4224 or [victoria.brothers@ct.gov](mailto:victoria.brothers@ct.gov).